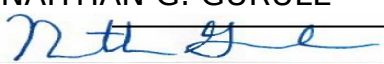
	<b>LOS LUNAS POLICE DEPARTMENT</b>	
	PERSONNEL	NUMBER: PER.11.02
	EFFECTIVE DATE: September 24, 2010	
	REVIEW DATE: August 25, 2015	
SUBJECT: Early Intervention Personnel System (EIPS)		
AMENDS/ SUPERSEDES:		NMSA:
NMMLEPSC STANDARDS: PER.11.02		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE  Signature

## I. STATEMENT OF PURPOSE

This system is designed to assist supervisors in identifying police department employees whose performance indicates that intervention may be required. A review may be necessary to determine appropriate action. It does not relieve the supervisor of the normal responsibility to monitor and initiate a review and remedial action as warranted, of his/her assigned employees performance related issues. The purpose of this system is to:

- A. Provide a means to identify patterns of complaints, use of force or misconduct incidents to enable supervisors to address training or other needs and improve employee performance.
- B. Proactively and systematically review certain employee work behavior for possible indicators of performance/ stress related problems to assist employees who may benefit from departmental intervention. (added July 15, 2014)
- C. Review certain criteria collectively and routinely as possible indicators of behavior patterns. The Personnel Early Warning System is designed to provide a non-disciplinary, systematic review of predetermined data to highlight tendencies that might otherwise be overlooked. The Personnel Early Warning System is a proactive system intended to enhance awareness of job stress and/ or performance problems. (added July 15, 2014)

## II. DEFINITIONS

- A. **Early Intervention Personnel System (EIPS)** - The Los Lunas

Police Departments proactive, non-disciplinary approach to identify employees who may need assistance and to document actions taken to assist such employees.

- B. **EIPS Alert**- A notification by the EIPS when an employee meets or exceeds a threshold within a certain time frame. The thresholds will be determined by command staff in consultation with the Office of the Chief. The threshold may vary between employees.
- C. **Remedial Service** - Remedial assistance provided to the employee that may include, but is not limited to, training, counseling, and medical/psychological referral. Remedial service may also be provided through the Department's Employee Assistance Program (EAP)
- D. **Early Intervention Report (EIR)** - A report that is completed anytime EIPS Alert occurs.

### III. **EARLY INTERVENTION PERSONNEL SYSTEM (EIPS)**

- A. First line supervisors are a key element in the identification of employees with potential problems. First line supervisors will familiarize themselves with their subordinate by direct observation, review, and documentation of demeanor, appearance and conduct.
- B. Data for EIPS may be collected in the following areas and will be maintained by the Office of Professional Standards
  - 1. Complaints- Both internal and external and their dispositions.
  - 2. Use of Force Incidents- Any use of force.
  - 3. Injuries and deaths to persons in custody
  - 4. Failure to record incidents with on-body recording systems that are required to be recorded under LLPD policy, whether or not corrective action was taken, and cited violations of the LLPD's on-body recording policy.
  - 5. All judicial proceedings where an officer is the subject of a protective or restraining order.

6. All vehicle pursuits and traffic collisions involving LLPD equipment.
  7. All instances in which LLPD is informed by a prosecuting authority that a declination to prosecute any crime occurred, in whole or in part, because the officer failed to activate his or her on-body camera recording system.
  8. All disciplinary action taken against employees.
  9. All non-punitive corrective action required of employees.
  10. All awards and commendations received by employees, including those received from civilians, as well as special acts performed by employees.
  11. Demographic category for each civilian involved in a use of force or search and seizure incident sufficient to assess bias.
  12. All criminal proceedings initiated against an officer, as well as a civil or administrative claims filed with, and all civil law suits served upon, the Village and/or its officers or agents, allegedly resulting from LLPD operations or the actions of LLPD personnel.
  13. All offense reports in which an officer is a suspect or offender.
  14. Documents or events- The collection of data in this category will be limited to written counseling sessions, less than satisfactory performance evaluations/ quarterly reviews, lost or stolen equipment, cautionary letters, vehicle pursuits, vehicle crashes, duty injuries, and Tort Claims.
- C.** The emphasis of the EIPS is on training and counseling, and is designed as a system to assist supervisory personnel in evaluating and guiding the employee. This program is to be used to help the employee first, if possible, and then support the department in any action it may deem necessary. This program also acts as a tool to identify employees who have shown a propensity for involvement in incidents of potential misconduct.
- D.** Supervisors are reminded that the EIPS is a supervisory/management tool that alerts when the number of record entries exceeds a predetermined threshold for the

system. An alert is simply an indicator for supervisors and management to closely scrutinize the information that triggered the alert for that employee, analyze additional data if needed, and to take appropriate action, if necessary. Any action taken will be governed by existing corresponding departmental policies. However, the focus should be to help those employees who may benefit from intervention.

#### **IV. ACTIVATION AND PROCEDURE FOR REVIEW**

- A. When the system identifies an employee who has met or exceeded the thresholds of the system, the Professional Standards commander will arrange for a meeting with command staff, to include the Chief of Police or his/ her designee to discuss the system's alert.
- B. The EIPS may also become activated by any supervisor, through the professional standards commander, provided that supervisor has adequately documented data that is collected by the EIPS.
  - 1. An employee's supervisor may have firsthand knowledge, which is not immediately apparent in the EIPS, that an intervention may be necessary.
  - 2. Supervisors that wish to recommend intervention through the EIPS should meet with the Professional Standards Commander who will complete the required steps in section IV of this policy.
- C. A notification letter should be drafted to the employee's commander documenting the notification of the alert and the meeting with command staff.
- D. The employee's commander or first line supervisor will schedule a review of the items that triggered the alert on the EIPS. During the meeting the supervisor shall inform the employee of the following:
  - 1. The purpose of the meeting.
  - 2. The meeting is a separate proceeding from any complaints involving the employee.
  - 3. The meeting is non-disciplinary in nature.
  - 4. The meeting is mandatory

5. The employee may submit a response to the meeting within five (5) days and the response will be attached to the EIR.
- E. The purpose of the supervisory intervention is to review with the employee his/her job performance and to determine what, if any, external factors may be adversely affecting said performance. The supervisor's goal should be to determine what, if any, assistance might be provided to the employee by the Department.
- F. Discussions do not necessarily need to remain focused on the events that triggered the alert and may involve such areas as a review of the employee's knowledge of relevant existing policies and procedures, employee's training history, and internal or external stressors which the employee believes may have contributed to the EIPS alert. Other information that may be reviewed during the meeting is sick leave usage, personality or lifestyle changes, and other personal issues that may be affecting work performance.

## **V. REPORTING AND RECOMMENDATIONS**

- A. The supervisor shall submit an Early Intervention Report (ATTACHMENT A) along with a written response, through the chain of command, to the Chief of Police with their findings, and a plan for improvement, if applicable. Possible corrective measures may include, but are not limited to:
  1. Counseling by peers, supervisors or commanders
  2. Referral to an agency authorized mental health professional
  3. Remedial training to address identifiable problems
  4. Reassignment or transfer
- B. The Division Commander shall review the written response and forward to the Chief of Police and Office of Professional Standards.
  1. The Division Commander shall be responsible to insure that any corrective measures are accomplished, and submit a report to the Chief of Police with the final results.

2. All corrective measures shall be implemented within applicable Los Lunas Police Department Rules and Regulations and the Village of Los Lunas Personnel Manual.
- C. The Early Intervention Personnel System shall be reviewed annually to evaluate the system's effectiveness and make changes as required.
  - E. The employee, upon request, will be given a copy of the EIR. If the employee declines to sign the EIR as receipt, his/her refusal shall be noted on the employee's signature line, "Refused to Sign." (added July 15, 2014)
  - F. The EIR will be not be maintained in an employee's personnel folder and will be maintained in a separate file in the Office of Professional Standards. (added July 15, 2014)
  - G. EIPS records/ documents will be retained for three years (3) from the date of incident.